



New Single Family Residence/Additions/ADU

Electronic Submittal Checklist

- ☐ Completed Application (Building Permit Application)
- ☐ Electronic PDF of plans: ([Residential Submittal Requirements](#))
 - a. Title Page
 - b. Conditions of Approval letter
 - c. [Reach Code Checklist](#)
 - d. Plot plan
 - e. Floor plans
 - f. Exterior elevations
 - g. Landscape plans
 - h. Cross section drawings
 - i. Civil and Grading plans
 - j. Structural Plans
 - k. Mechanical, electrical and plumbing plans
 - l. Title 24 Energy Calculations
 - m. Blueprint for a clean bay ([Blue Print for a Clean Bay Sheet](#))
- ☐ Structural Calculations 8 ½ x 11
- ☐ Geotechnical Report- Required for New 2 Story homes and new single family dwellings with basements.
- ☐ Truss Calculations – required at the time of submittal for all projects using trusses
- ☐ Title 24 Energy Calculations
- ☐ Cal Green Checklist – 8 ½ x 11 version, signed by Homeowner, Designer and Third Party Rater. ([2019 Calgreen Residential Mandatory Measures](#))
- ☐ Spec sheets and electrical load calculations- submit spec sheets for purposed equipment i.e. Heat pumps, Air conditioners, water heaters, etc.

***Plans and submittal documents shall be submitted to bldpermit@losaltosca.gov . For larger plans/submittals send via email using a dropbox link. Refer to electronic submittal handout for detailed requirements.